



PHILIP D. MURPHY  
*Governor*

SHEILA Y. OLIVER  
*Lt. Governor*

State of New Jersey  
DIVISION OF ADMINISTRATION  
DEPARTMENT OF LAW AND PUBLIC SAFETY  
PO BOX 081  
TRENTON, NJ 08625-0081

ANDREW J. BRUCK  
*Acting Attorney General*

WILLIAM H. CRANFORD  
*Chief Administrative Officer*

August 20, 2021  
**NOTICE OF JOB VACANCY**  
**#21-287**

Opportunities currently exist in the unclassified service with the Department of Law & Public Safety, Division of Law, for applicants who meet the requirements indicated below:

**TITLE:** Attorney Assistant

**SALARY:** \$53,324.31 to \$75,404.64

**LOCATIONS:** Division of Law  
25 Market Street  
Trenton, NJ 08625  
*Nine (9) Vacancies*

**AND**

Division of Law  
124 Halsey Street  
Newark, NJ 07101  
*Two (2) Vacancies*

**NUMBER OF POSITIONS AVAILABLE:** Eleven (11) vacancies as indicated above. Location preference required.

**DUTIES:** Under the supervision of a Section Chief or Assistant Section Chief in the assigned Section and/or other supervisory position in the Division of Law, conducts legal research, prepares documents, reports, and summaries for use by Deputy Attorneys General in legal documents, court filings, and attorney memorandum; performs related paralegal type work and other duties as assigned.

**REQUIREMENTS:**

**EDUCATION:** Graduation from an accredited college with a Bachelor's degree.

**EXPERIENCE:** Two (2) years of paralegal or legal/legislative research experience.

**NOTE:** Applicants who do not possess the required education may substitute additional experience as indicated above on a year for year basis.

**NOTE:** A Bachelor's degree in Law (LLB) may be substituted for both the education and experience requirements listed above.

**NOTE:** Applicants who do not possess a Bachelor's degree may substitute an Associate's degree as a Legal Assistant or in Paralegal Studies or, successful completion of a two (2) year approved course in Paralegal Training at a recognized educational institution for two (2) years of college education.

**LICENSE:** Appointee will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform the essential duties of the position.

**RESUME NOTE:** Eligibility determinations will be based upon information presented in resume only. Applicants who possess foreign degrees (degrees earned outside of the U.S.) are required to provide an evaluation indicating the U.S. equivalency prior to the closing date. Failure to do so may result in your ineligibility.

***If qualified, please submit a cover letter indicating interest in job vacancy announcement #21-287 with desired location preference (required) and a current resume on or before the closing date of September 3, 2021:***

Recruitment Coordinator  
[LPS.Humanresources@njoag.gov](mailto:LPS.Humanresources@njoag.gov)

**-OR-**

Recruitment Coordinator  
Division of Administration  
P.O. Box 081  
Trenton, NJ 08625-0081

The "New Jersey First Act," N.J.S.A. 52:14-7 (L. 2011, Chapter 70), requires new public employees to reside in the State of New Jersey within one (1) year of employment.

The Department of Law and Public Safety is an Equal Opportunity Employer and is committed to inclusive hiring and dedicated to diversity in our staff. We strongly encourage people from all groups and communities to apply.

